

OPTIONAL FORM NO. 10
5010-104

UNITED STATES GOVERNMENT

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Memorandum

CONFIDENTIAL

TO : Chief, Registrar Staff/TR

DATE: 12 November 1965

FROM : Chief, AIB/RS/TR

SUBJECT: Weekly Activities Report No. 36
8 - 12 November 1965

25 YEAR RE-REVIEW

I. SIGNIFICANT ITEMS

None

II. OTHERS

A. Coordination of the schedule of OTR's courses for the first six months of 1966 is complete except in the case of about four courses--the dates for which courses the instructors are working on. The coordination not only involved confirming the frequency with which a course is to be given but when within the six months it should be given. It also involved where it will be given. All courses are identified with rooms; no conflict. The expressed particular needs of each instructor have been satisfied to the degree possible.

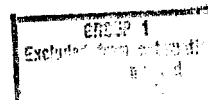
The next step is to publicize the schedule. In some cases, for example, the CT program, the dates will be shown for the entire calendar year as a guide for planning beyond June.

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to the Bulletin announcement about the program. For the second visitor, Charles Brennan of the FBI, who talked

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SUBJECT: Weekly Activities Report No. 36 (cont)

on Wednesday, 10 November, the announcement of his presentation was handled by telephone by AIB directly with TOs of the CS. This medium also brought a capacity audience.

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C. The Language Training School was host on Tuesday morning to three members of AIB, [REDACTED]

[REDACTED] This was part of a plan not only for the young women in AIB to see the Language School, since they all work in some way with the School, but to provide an opportunity for the members of the Language School to explain their needs and what is expected in LTS' exchange with AIB. Most significantly perhaps, it was the occasion for both to meet the people with whom they work. We thank [REDACTED] who took their time personally to make it a very worthwhile two hours for our three in AIB.

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D. [REDACTED] a Training Officer for the Office of Security, very generously arranged to make the Security classroom, GA-13, available to OTR for the one-week Vietnam Orientation Seminar beginning 15 November. John's arranging for this is just one in a series of times the SO Training Officers have accommodated this office in this way. There is never the need to detail a justification for a request; they are first to appreciate the problems and uncertainties in scheduling courses.

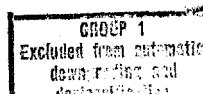
III. PERSONNEL

A. [REDACTED] will report to AIB on Thursday, 18 November, to take on the editorial duties in the Branch. Originally [REDACTED] was going to report directly on Monday, 15 November, from his current office in [REDACTED] but both [REDACTED] OP/TR, and I agree that he would benefit from three days of annual leave before coming to his new work.

B. [REDACTED] reports that the Intelligence Review Course, which she completed on Wednesday, was excellent and was a great support to what she does in the way of looking for and disseminating information.

Attachment: Weekly attendance figures

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